

Berkeley County Government

JOB OPENING – EXTERNAL POSTING

FINANCIAL SUPPORT COORDINATOR (PS101276)

DEPARTMENT: CLERK OF COURT'S OFFICE/DSS

JOB SUMMARY/ESSENTIAL FUNCTIONS: Manages the Accounting/Bookkeeping division of the Clerk of Court's Office. Exercises independent judgment and initiative on department activities. Oversees the preparation of all reports required by the department to include those for Court Administration and the Department of Social Services Child Services Division. Monitors department budget revenues and expenditures. Communicates and coordinates with other department personnel. Verifies and signs-off on accounting reports to make sure they are completed by their respective deadlines and reports any discrepancies. Manages and oversees the courthouse security system. Completes correspondence to Court Administration and other agencies. Ensures that new employees receive all necessary items including computer log-in codes, phone instructions, copies of policies & procedures, job related materials, and necessary court materials. Performs other related duties as assigned.

QUALIFICATIONS:

Associate's degree in related field and ten (10) years accounting and/or bookkeeping related experience with three (3) years supervisory experience.

Personal computer experience including Microsoft Word and Excel.

Departmental testing may be administered during interview.

Completed degree(s) beneficial to the position may be partially considered as work experience.

A criminal background check will be completed on selected applicant if a current one (less than 3 years old) is not on file.

PHYSICAL REQUIREMENTS:

This position requires the employee to frequently sit and use hands to handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear. The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

SAFETY INFORMATION/DUTIES:

Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned tasks and ensures that subordinate staff meets these same safety requirements which may include taking corrective action.

HOURS OF WORK/MISCELLANEOUS INFORMATION:

This position is normally classified as exempt. The normal work schedule is thirty-seven and one half (37.5) hours per week. Normal hours are Monday through Friday from 9:00 a.m. until 5:00 p.m. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations.

If you are interested in applying for a position with Berkeley County Government, you will need to set up a personal account and apply online, click on "Applicant Online" from our website www.berkeleycountysc.gov and follow the prompts. For questions, contact Human Resources at 843-719-4163 (Moncks Corner); 723-3800 ext. 4163 (Charleston); or 567-3136 ext. 4163 (Saint Stephen). Computers are available in the Berkeley County Administration Building and the Libraries to apply online.

Financial Support Coordinator - Grade C32
Entry Level Bi-Weekly Pay Range: \$1,387.33-\$1,595.43

Date of Posting: 02/23/2016
Closing Date: Subject to close at any time.

BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.

All employees of Berkeley County Government are employed on an "at-will" basis which means that the employee may discontinue the employment relationship at any time, with or without notice or cause, and that Berkeley County Government may discontinue the employment relationship on the same grounds.

APPLICATIONS WILL NOT BE ACCEPTED FOLLOWING THE CLOSING DATE.